



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**MICHAEL T. MATULAVICH, CHIEF OF POLICE**

NUMBER P-2008-037	EFFECTIVE DATE March 31, 2008	RESCINDS P-2005-037 Issued 7-11-05
SUBJECT Preliminary Investigation Procedure		ISSUING AUTHORITY Chief Michael T. Matulavich

## I. POLICY

A preliminary investigation shall be completed at the scene of any serious crime or when otherwise directed to do so.

## II. PROCEDURE

### A. OFFICER'S RESPONSIBILITIES

1. Isolation and protection of the crime scene.
  - a. Ensure that the scene is safe.
  - b. Provide medical attention.
  - c. Take charge of the crime scene until relieved.
    - 1) Remove any unauthorized individuals from the crime scene.
    - 2) Deny admittance to anyone who may contaminate or otherwise endanger the crime scene.
    - 3) Establish a crime scene perimeter.
    - 4) Direct the duties of other responding officers.
  - d. Protect any physical evidence until it can be recorded and collected.
  - e. Do not touch, move or alter anything in or at the crime scene. If it is necessary to move anything, record it.
  - f. Keep a chronological log of all people who enter and exit the established crime scene.
    - 1) Persons entering the crime scene are required to give their name and identification number so it can be entered on the chronological log next to the time they entered.

- 2) Officers, detectives, and supervisors are reminded that by having their name on the log they will be required to justify their reason for being at the crime scene.
- 3) Officers entering the crime scene shall submit an action taken reporting their actions or observations.

- g. Attempt to detain the reporting party, witnesses, victims, and suspects. Record identifying information and knowledge of the crime from any civilian present at the crime scene.
- h. Establish the path of entry and exit based on observations of the crime scene.
- i. Refer all news media inquiries to the Police Information Officer or ranking officer on scene.

2. Evidence
  - a. The officer conducting the preliminary investigation shall make every effort to locate, identify, protect, and, in cases when the Crime Scene Unit (CSU) is not called to the scene, collect all evidence. In those instances where evidentiary items contain fingerprints it is preferable that those items be transported to CSU, if practical. If officers do lift latent prints, the lift should be marked with their initials, date and location of the latent print.
  - b. If items brought into CSU for processing have no evidentiary value, the submitting officer shall return the items to the owner.
    - 1) Items such as broken glass, paper, etc. that are determined by the owner of the property to have no value may be destroyed.
    - 2) Any officer who lifts latent prints will bring them into CSU prior to the end of his tour of duty. CSU personnel will immediately check the latent print for evidentiary value and inform the officer of the results. The officer must note these results on the SFI or ROI, as applicable. Prints of no evidentiary value will be returned to the submitting officer for disposal.
  - c. Any evidence collected will be tagged by the officer collecting the evidence.
  - d. With the capabilities of CODIS, CSU should be called to the scene where blood or other evidence of a biological nature is found.

3. Neighborhood canvass

- a. All preliminary investigations shall include a neighborhood canvass unless permission has been obtained from a supervisor to omit this portion of the investigation. The purpose of such a canvass is to locate and interview potential witnesses, locate any stolen property the suspect may have hidden or lost, and to discover evidence of the crime.
- b. Conduct the canvass for a reasonable distance on either side of the crime scene, across the street and behind the location of occurrence.
- c. Ask people if they saw anything unusual. Do not lock them into a particular time frame. Suspects may have cased the scene at a previous time, etc.
- d. List all the people you have talked to in the SFI, and whether or not they saw anything. An action taken will be required, in addition to a SFI, when detailed statements have been obtained.

4. Preliminary investigation notification.

- a. Officers conducting felony preliminary investigations shall notify the Detective Bureau desk, except for 5th degree felonies, and their sector sergeant of all such investigations. Such notification shall be made as soon as possible after the investigation has been initiated.
- b. All felony arrests require notification to the Detective Bureau desk officer, except for 5th degree felonies.

B. CRIME SCENE UNIT RESPONSIBILITIES

1. All requests for CSU will be made by a supervisor through the DB desk.
2. In cases where a crime scene has been turned over to CSU for processing, CSU will have the responsibility for collecting and entering evidence into the Evidence and Found Property System.
3. On arrival at a crime scene, the CSU officer shall confer with the officer or detective in charge of the scene reference the facts of the case.
4. After conferring with the officer in charge of the scene, the CSU officer shall be in charge of the crime scene until the processing is complete.

C. FOLLOW UP INVESTIGATIONS

1. Officers conducting preliminary investigations shall not inform a victim of a crime that a detective will be in contact with them unless the officer has verified that fact.

3. Complete a Supervisor's Resisting Arrest/Use of Force Checklist on every use, whether it is the drive stun technique or cartridge deployment. When practical, photos shall be taken to document all contact points on the individual.
4. When any ECD deployment results in serious physical harm or death of an individual, ensure that the entire ECD and all parts of the cartridge are kept intact and are tagged into evidence.

By Order Of,

Michael T. Matulavich  
Michael T. Matulavich  
Chief of Police

Date March 11, 2008